**New Salem Library Board of Trustees, November 15, 2022**

 Called to order 5:00 p.m. Adjourned: 5:45 p.m.  Present:  Tracie Shea (Director), Marny Ashburne (Friends), and Eli MacCullagh, Judy Northup-Bennett and Mailande Dewitt (Trustees).

**A. Report from the Friends:**  The Friends are working on the annual fund and winter programming. There will be Reading Aloud for Grown-ups in January, February and March. Linda Chatfield will organize a Holiday Pop-up Book Sale. Plans are underway for a memorial event for Dorothy Johnson in April.

**B. Minutes:** Minutes for the Oct. 8 board meeting were approved unanimously.

**C. Director’s Report.** (Complete report on file with minutes.) 1. Financial: Tracie continues to work on reconciling the library and accountant’s reports. Full accounting to follow next month. 2.Professional Development: Tracie has completed the Library Basic Training course and has submitted the certificate to the MBLC. 3. Programming: The library has 4 programs scheduled for November as well as weekly Tales and Tunes for young children and yoga classes. The Friends’ group is supporting the Legos and Yoga programming grants that Tracie submitted to the New Salem Cultural Council. The Cultural Council had many more applications than they could fund. The Friends are also funding all of the library museum passes. 5. New Assistant to the Director position: Tracie presented her comprehensive Assistant to the Library Director job description. Judy suggested the tasks be ordered to clearly state the tasks that are assisting the director to better clarify that the director is in charge and has the responsibility for these tasks, as well as clearly highlight the tasks that the new person will be in charge of. The Trustees unanimously approved the job description as amended by the discussion. Eli will assist Tracie with the suggested amendments. **D. 2023 Capital Items Budget Request:** After a discussion of possible capital budget items’ for 2023 budget, the Trustees decided that there will be no capital items’ requests in this year’s budget.

**E. Gratitude Plaque:**  Judy reported that the committee has a good plan to memorialize people who served more than 20 years as a staff person or trustee at the library. The committee proposes consolidating the existing plaques for the 2006 Building Construction Project, by moving the sponsor names that are currently on the large wooden plaque to a coordinated plaque with the building plaque. The large wooden plaque would then be re-veneered and new memorial plaques for the 4 people who currently meet the memorial parameters(as well as a couple vacant spaces for future nominees) will be added.. All memorial plaques will be hung in the Main St. entryway which will to serve as a welcome/recognition area. The committee is working to get quotes for the proposed changes. The Trustees voted to approve of the work so far. Final approval will come when the committee presents the budget. **F.** **Additional Business**: Mailande agreed to join Judy to work together to research endowment/trust fund development for the library, part of the current five-year plan. Judy will contact Gabrielle Voelker (town treasurer) to begin research on how our current funds are invested and how we can develop new funds. Eli and Tracie pointed out that when Judy and Mailande meet with Gabrielle they’ll make a Trustee quorum so the meeting needs to be posted as an official Trustee special meeting.

**Future Trustee Meetings:** Tuesday, Dec. 13, 5 pm on ZOOM.